

HEALTH SERVICES TECHNICAL ASSISTANCE

ADDENDUM #2

QUESTIONS AND ANSWERS

QUESTION 1

I contacted the Secretary of State's Office in reference to Attachment VI, Disclosure of Ownership on page 35 of the RFP, I was advised via my phone call I did not need to comply because I am an LLC. I would like to know how to respond to this in my proposal. Should I submit the page and write non-applicable?

ANSWER 1

Attachment VI: Disclosure of Ownership, Page 35, paragraph 3 states, "This form must be completed and filed with the Secretary of State, Corporations Division, unless you meet one of the following exemptions:

PRIVATE, NON-PROFIT CORPORATION
LIMITED LIABILITY CORPORATION (LLC)

Yes, please submit the page in your completed proposal packet and note non-applicable as LLC's are exempt.

QUESTION 2

I am a one person LLC, myself. Under this section it is required that a company carries Workman's Compensation Insurance. Can you please advise me if I need to comply with this requirement?

ANSWER 2

Per the Louisiana Department of Labor and R.S. 23:1035, employers or sole proprietors who have no employees are not required to secure Workman's Compensation.

QUESTION 3

Section 1.1 refers to the evaluation of RFP bid submissions for comprehensive health, pharmacy services, mental health and dental services for youth. Has this RFP been posted? If so, please provide a link to the RFP.

ANSWER 3

Yes. The links are below.

<http://www.ojj.la.gov/>

<http://wwwprd.doa.louisiana.gov/OSP/LaPAC/pubmain.asp>

QUESTION 4

Section 2.1 refers to the term of the contract beginning on or around April 15, 2010 and continuing through June 30, 2011. In what time period will most of the work occur? Please also describe the timeline for the RFP for comprehensive health, pharmacy services, mental health and dental services for youth, including the due date for proposals, anticipated contract award date and anticipated contract start date.

ANSWER 4

The contract period will range from approximately April 15, 2010 and June 30, 2011. All services must be provided throughout the term of the contract, from the begin date through the end date.

QUESTION 5

Section 4.1 identifies that proposals are due March 5, 2010. Is this accurate? Please confirm that proposals are due March 25, 2010.

ANSWER 5

An addendum to the RFP was issued and posted on OJJ website and LaPAC correcting the due date of the proposals as 2:00 p.m. March 25, 2010.

QUESTION 6

Section 4.2 specifies that pages of the proposal should be numbered consecutively. Does this include attachments, such as audited financial statements?

ANSWER 6

No, the consecutive page numbering does not include the attachments; however, multiple page attachments should be numbered accordingly.

QUESTION 7

Attachment II, #1, indicates that the bidder must include the same information for subcontractors as is requested from the bidder. Does this include the information requested in #1 and resumes only? If not, please describe any additional requirements.

ANSWER 7

As stated in the RFP, "if subcontractors will be used, the Proposer should clearly identify any subcontractor arrangements. The Proposer should provide the same information regarding the subcontractor's company as is requested for the Proposer's company.

QUESTION 8

Attachment II, #4, includes a Certificate of Authority to do Business in Louisiana as requested documentation to include in the proposal. Can the certificate be obtained following bid award, if awarded?

ANSWER 8

The Certificate of Authority to do business in Louisiana must be obtained prior to contract award.

QUESTION 9

Attachment II, #4, includes "Budget Format" in the list of requested documentation to include in the proposal. Is "Budget Format" referring to Attachment VIII?

ANSWER 9

Yes, the Budget Format is in Attachment VIII, Program Budget.

QUESTION 10

Attachment II, #5, refers to the Small Entrepreneurship Program. If a bidder notifies at least three certified SE's of the subcontracting opportunity, but is unable to secure a commitment from a qualified SE, will the bidder have made "a good faith effort to use one or more SE's as subcontractors" as outlined in Table 3 regarding the evaluation criteria and scores?

ANSWER 10

Yes. Proposers should demonstrate having made a good faith effort to use one or more certified SE's as sub-contractors by submitting supporting documentation.

QUESTION 11

Does Attachment VIII, the program budget table, require bidders to list individual staff salaries and benefits separately? Would it be acceptable for bidders to list an all-inclusive hourly rate for individual staff that would include salaries, benefits, overhead and indirect costs?

ANSWER 11

Attachment VIII, Program Budget, does not require bidders to list individual staff salaries and benefits separately, but salaries should be computed per category per annum.